

Message Text

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TO AMEMBASSY JIDDA IMMEDIATE

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EXDIS

E.O. 11652 GDS

TAGS:OVIP(HENRY A KISSINGER), OCON

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING MARCH 2 ABOARD SPECIAL
MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED FORTY
PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND
PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE
PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND
DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL
NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE
PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/
EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE

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GRANTED.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT. A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH

DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL IF POSSIBLE.

A. SLEEPING QUARTERS

PRESENT REQUIREMENTS ARE TWO SUITE AND THIRTY-EIGHT SINGLES.

B. OFFICE SPACE AND STAFF

NINE DOUBLE ROOMS WILL BE REQUIRED, AS FOLLOWS:

(1) SPECIAL ASSISTANTS' OFFICE

REMOVE BEDS AND SET UP WITH FOUR DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND TWO IBM ELECTRIC EXECUTIVE PROPORTIONAL TYPEWRITERS IF AVAILABLE, OR, ALTERNATIVELY, TWO OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

(2) HOLDING ROOM

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REMOVE BEDS AND SET UP AS A SITTING ROOM.

(3) USSS COMMAND POST.

(4) STAFF OFFICE

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY

SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR
16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING
8 HOURS.

IDEALLY, THESE ROOMS SHOULD BE SET UP WITH THE SECRETARY'S
SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO
SPECIAL ASSISTANTS ON EITHER SIDE OF THE SUITE ACROSS
THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE
SPECIAL ASSISTANTS' OFFICE NEXT TO THE ABOVE TWO
BEDROOMS RESPECTIVELY, USSS COMMAND POST NEXT TO THE
SPECIAL ASSISTANTS' OFFICE, AND THE STAFF OFFICE NEXT
TO THE COMMAND POST. FYI - THE OBJECT OF THIS
ARRANGEMENT IS TO OBTAIN FOR THE SECRETARY THE
OPTIMUM IN EFFICIENCY, PRIVACY AND SECURITY AT THE SAME
TIME. WHERE POSSIBLE, THE OFFICE AND STAFF SPACE
DESCRIBED IN PARAGRAPHS B 1 THROUGH 4, INCLUSIVE,
SHOULD BE ON ONE FLOOR IN THE HOTEL, AND ALL OTHER
OFFICES AND SLEEPING ROOMS ON ANOTHER FLOOR.

(5-6) S/S OFFICE

REMOVE BEDS FROM TWO CONNECTING ROOMS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS
AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE
LIGHTING.

(B) TELEPHONES - A MINIMUM OF THREE - ONE FOR
EACH DESK - FOR THE TWO-ROOM OFFICE, EACH HAVING A
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SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF
POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT.
THESE TELEPHONES ARE REQUIRED IN ADDITION TO THE
REGULAR HOTEL ROOM EXTENSIONS.

(C) NORMAL OFFICE SUPPLIES AND FORMS.

(D) ONE CONFERENCE TYPE TABLE.

(E) ONE BEST AVAILABLE COPYING MACHINE -
ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF
THE MACHINE AND/OR A BACKUP MACHINE.

(F) TWO COPIES EMBASSY PHONE BOOK, THE POST
REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.

(G) THREE ELECTRIC TYPEWRITERS, LARGE (PICA)
TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF
SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE

COMPATIBLE.

(7-8) VISITORS' CONTROL ROOM (SEE PARAGRAPH 9).

(9) PRESS ROOM (SEE SEPTTEL).

THE S/S OFFICE, THE PRESS ROOM, AND THE VISITORS' CONTROL ROOM SHOULD BE AT A LOCATION WELL AWAY FROM THE SECRETARY'S SUITE, PREFERABLY ON ANOTHER FLOOR IN THE HOTEL.

-C. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS' TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE.

D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY
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TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

E. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

F. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

G. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

5. GROUND TRANSPORTATION.

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANTS;

(3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT STAFF (S/S);

(4) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS;

(5) ONE VEHICLE WITH DRIVER FOR WHCA PERSONNEL.

, (6) TWO VEHICLES WITH DRIVERS FOR MESSENGER/ COURIERS (SEE PARAGRAPH 8D).

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY ASSIGNED VEHICLES FOR OTHER PURPOSES.

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B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

,D. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(1) AIRPORT TO HOTEL;

(2) AIRPORT TO RESIDENCE;

(3) AIRPORT TO EMBASSY;

(4) HOTEL TO RESIDENCE;

(5) HOTEL TO EMBASSY;

- (6) HOTEL TO FOREIGN MINISTRY;

(7) RESIDENCE TO EMBASSY;

(8) RESIDENCE TO FOREIGN MINISTRY;

(9) EMBASSY TO FOREIGN MINISTRY;

(10) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENT TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. BAGGAGE.

A. SECRETARY'S BAGGAGE:

USSS ADVANCE TEAM WILL INDICATE SPECIAL SECURITY REQUIREMENTS.

B. OTHER BAGGAGE:

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(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR SUIT BAGS.

- (2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION PRIOR TO DEPARTURE OF PARTY (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON DEPARTURE.)

7. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO SIMULTANEOUS VOICE CONVERSATIONS WITH THE WHITE HOUSE FOR DURATION OF SECRETARY'S VISIT TO YOUR POST.

ADVISE SOONEST WHETHER THIS CAPABILITY PRESENTLY EXISTS. IF SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS WITH LOCAL TELEPHONE COMPANY TO PROVIDE PRIORITY OVERRIDE FOR SECRETARY IN EVENT TELEPHONE CIRCUITS REQUIRED.

WE WISH TO EMPHASIZE THAT THE NEED IS FOR PRIORITY OVERRIDE. SEPARATELY-LEASED DEDICATED LINES ARE NOT REQUIRED.

B. S/S REQUIREMENTS DISCUSSED SEPTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN POST INFORMALLY ARRANGE FOR LOCAL NEWS SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS

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SERVICE.

E. WE WILL REQUIRE A LAND LINE TELEPHONE CONNECTION BETWEEN THE SPECIAL ASSISTANTS' OFFICE (PARAGRAPH 4-B-1) AND THE AIRCRAFT.

8. SECURE AREAS.

-A. THE FOLLOWING ROOMS (SEE PARAGRAPH 4B) SHOULD BE WITHIN TWO SECURE AREAS EACH OF WHICH WILL REQUIRE 24-HOUR MARINE SECURITY GUARD COVERAGE FOR OPEN STORAGE OF CLASSIFIED MATERIAL:

(1) SPECIAL ASSISTANT'S OFFICE AND
STAFF OFFICE, AND

(2) S/S OFFICE.

B. ONLY THOSE PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO THE S/S OFFICE.

C. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY MSG REQUIREMENTS.

D. POST SHOULD HAVE AVAILABLE ON A 24-HOUR BASIS TWO TOP-SECRET CLEARED MESSENGER/COURIERS TO CARRY TRAFFIC BETWEEN POST C&R SECTION AND SECRETARY'S PARTY.

9. VISITORS' CONTROL ROOM.

VISITORS' CONTROL ROOM IN HOTEL - BEDROOM FURNITURE SHOULD BE REMOVED IF POSSIBLE OR ROOM REARRANGED SO THAT THE FOLLOWING MAY BE ACCOMPLISHED:

A. TABLE FOR ACCOMMODATION EXCHANGE FOR THE DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOMMENDED). EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

B. TABLE FOR MAPS, BOOKLETS, AND INFORMATION SHEETS
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(ONLY ONE SUBJECT PER SHEET) ON:

LAUNDRY AND DRY CLEANING FACILITIES,
HAIR DRESSER FACILITIES,
RESTAURANTS,
PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.),
DOLLAR/LOCAL CURRENCY CONVERSION TABLES,

MEDICAL FACILITIES,
HEALTH PRECAUTIONS,
MOTOR POOL INFORMATION,
PLACES OF ENTERTAINMENT,
LIST OF DO'S AND DON'TS,
ROOM ASSIGNMENTS,
TELEPHONE LISTING OF KEY PERSONNEL.

(NOTE: PREPARATION OF THIS MATERIAL FROM SCRATCH BY THE EMBASSY SHOULD NOT BE GIVEN UNDULY HIGH PRIORITY. USE FREE BROCHURES ISSUED BY HOST COUNTRY TOURIST OFFICE, CURRENCY CONVERSION TABLES (PARTICULARLY IF THEY ARE AVAILABLE FROM A LOCAL BANK) AND CITY MAPS SUPPLIED BY TOURIST OFFICE, ETC. THE MOTOR POOL INFORMATION SHEET IS THE ONLY ONE TO BE PLACED IN EACH INDIVIDUAL'S HOTEL ROOM; INDIVIDUAL WELCOME OR INFORMATION KITS FOR PARTY ARE NOT REQUIRED.)

C. CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE.

D. FOREIGN SERVICE LOCALS CAN AND SHOULD ASSIST IN THE OPERATION OF THE CONTROL ROOM.

E. IN ADDITION TO A TABLE FOR A PERSON HANDLING ACCOM

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